

Bedroom Cleaning Standards: Sunrise Village

Tools/Cleaners: Plain white vinegar (poured into a spray bottle), rubbing alcohol (poured into a spray bottle), glass cleaner, disinfecting cleaner, multi-purpose cleaner or hot soapy water, medium grade non-scratch scrubber pads or brush, toothpicks, toothbrush, toilet brush, pumice stone, broom, mop, vacuum, and rags.

Bedroom Item	Condition
Bedframe	Should be free of dust and debris along all side rails, posts, and under mattress.
A multi-purpose cleaner works best when cleaning the bed frames. Be sure to dry surfaces with a dry rag.	
Carpet	Should be completely vacuumed and spotless.
Pick up clutter from floor. Vacuum thoroughly, using the hose attachment along walls, behind the desk, dresser, and beds.	
Closet Interior	Shelves, drawers, and cabinets should be clean and smooth to the touch. Closet in general should be orderly. Closet rods should be free of black residue.
Remove everything from the closet and wipe down shelf, closet rod, cabinets, and walls with a warm soapy rag. Vacuum the floor using the hose attachment for the edges and corners.	
Desk	Should be smooth to the touch and free of sticky residue and dust.
Remove everything from the desktop and drawers. Wipe down the desktop, inside drawers, drawer tracks, and exterior surfaces (including the back) with a rag and multi-purpose cleaner. Be sure to dry surfaces with a dry rag.	
Doors	Should be clean, smooth, and free of fingerprints, scuff marks, and residue. Doorknobs should be shiny and free of grime.
Doors and frames should be cleaned with a rag and multi-purpose cleaner including all edges and surfaces. Use a toothbrush or toothpick to remove grime from doorknob ridges.	
Light switches and Outlet Cover Plates	Should be shiny and free of grime.
Wipe down with multi-purpose cleaner; use a toothbrush or toothpick to get extra grime off around the edges and letters on the switch. Metal cover plates should be polished with a rag and rubbing alcohol.	
Mattress	Should be fresh and free of stains or tears.
Vacuum the mattress, paying special attention to the area in between the seams. Flip the mattress end for end (over and rotated head to foot) at checkout.	

Heating Vents and Wall Heaters	Should be white, free of dust, and debris.
Use a multi-purpose cleaner to wipe down the top, front, and sides. Use the vacuum hose to collect any dust in the vent and underneath the radiator.	
Closet and Wall Shelving	Should be white and smooth to the touch.
Use a multi-purpose cleaner and a rag to wipe down the top, sides, and bottom of the shelf.	
Walls	Should be clean, free of grime, and sticky tack residue.
Remove all belongings from the walls and wipe down with a hot soapy rag. A scrubber pad could be used to remove any sticky residue.	
Windows, Tracks, and Sills	Should be clean, clear of streaks, and dust.
Window pane should be cleaned with glass cleaner or rubbing alcohol and a clean dry rag. Clean both the inside and outside of the windows pane. Window sills and tracks need to be vacuumed and cleaned with a multi-purpose cleaner and a toothbrush. Do not remove the screens.	
Blinds	Should be smooth to the touch, white, and free of dust.
Lower the blinds (with slats open). Wipe each slat, individually, with a hot soapy rag. Then, close the slats and use a hot soapy rag to wipe down the fronts then turn to wipe the backs of the blinds, making sure to wipe behind the strings. After you wash them, wipe them down with a dry clean rag.	

Kitchen Cleaning Standards: Sunrise Village

Tools/Cleaners: Plain white vinegar (poured into a spray bottle), rubbing alcohol (poured into a spray bottle), glass cleaner, disinfecting cleaner, multi-purpose cleaner or hot soapy water, medium grade non-scratch scrubber pads or brush, toothpicks, toothbrush, toilet brush, pumice stone, broom, mop, vacuum, and rags.

Kitchen Item	Condition
Sink	Sink faucet and edges should be empty, sanitary, and odor free.
Remove dishes and other items from the sink. Run the disposal. Scrub sink with abrasive cleaner. Use a tooth-brush to clean the edges, drains, and sink stoppers. Rinse thoroughly. Polish with rubbing alcohol or glass cleaner and a soft dry cloth.	
Cabinets and Drawers	The insides should be orderly and clean. The outsides should be white and free of streaks and residue.
Remove all items; wipe shelves, hinges (starting from top to bottom), drawers, and drawer tracks with a hot soapy rag, and then dry with towel. Clean cabinet and drawer front, sides, and handles with a Magic Eraser. Rinse surfaces with hot water. Use a toothbrush for hard to reach spots around handles.	
Countertops and Backsplash	Should be clean, sanitary, and free from grease, soap residue, stains, and crumbs.
Clear countertops; wipe surface with hot soapy water and a rag, with special attention to the top of the backsplash and behind the sink. Use a toothbrush for ledges and caulking.	
Stove Top and Drip Pans	Should be shiny and free of grease and black residue.
Coil stove top: Do not work with a hot stove. Lift burners up and gently pull out at a 45 degree angle, away from the connection, to remove. Remove drip pans from the stove top and soak in hot soapy water along with stove knobs. Lift stove top (if equipped) and clean beneath stove top with a rag and hot soapy water. Clean stove top and control panel with hot soapy water and rag. Buff with a dry rag to shine.	
Gas stove: Remove all elements from the stove top and soak in hot soapy water along with stove knobs. Lift stove top (if equipped) and clean beneath stove top with a rag and hot soapy water. Clean stove top and control panel with hot soapy water and rag. Buff with a dry rag to shine.	
Oven	Should be smooth to the touch, free of stains, and burned on food spills.
For difficult to clean areas of the oven a pumice stone and a razor will help tremendously.	
Before cleaning the oven, remove oven racks and place on a large plastic garbage bag on the kitchen floor.	
There are two options for cleaning the oven: baking soda and vinegar or commercial oven cleaner. If you choose to use an oven cleaner, follow the directions on the can, and make sure you have a window open.	

If using the baking soda/vinegar method, sprinkle baking soda liberally on the bottom and sides of oven. Spray with vinegar and soak for at least 15 minutes. A scrubber pad or metal spatula can be used to remove difficult spots. Use a rag with hot soapy water and rinse thoroughly. Rinse rags frequently during this process.

Spray oven racks with oven cleaner or baking soda mixture. Use a SOS pad to remove difficult stains. Use a rag to rinse thoroughly.

Cleaning spills as soon as they happen will make deep cleaning easier.

Oven Drawer

Should be free of crumbs and stains, both inside and out.

Remove items. Remove drawer. Clean inside and out with a rag and hot soapy water. Replace drawer. Be sure to get the tracks and sides clean as well as anything that has fallen behind the drawer onto the floor beneath the oven. Using a soapy rag clean the floor beneath the oven.

Floor

Should be shiny, smooth to the touch, and free of crumbs, dust, and grime.

Sweep floor entirely; use a vacuum hose attachment along the edges. Mop the floor using a multi-purpose cleaner paying particular attention to the corners and edges of the floor.

Microwave

Should be shiny, smooth to the touch, free of stains and splatters, and fresh smelling.

Using a microwave safe bowl, place about a cup of vinegar and water mixture in the microwave, and turn on high for 1 -2 minutes. Allow to sit for 1-2 minutes before opening microwave. Use caution when removing bowl, as liquid will be hot. Remove microwave plate and wash in the sink. Wipe all surfaces, inside and out, with a rag and hot soapy water. Be sure to wipe the top and sides of the unit and the shelf under the microwave.

Blinds

Should be smooth to the touch, white, and free of dust.

Lower the blinds (with slats open). Wipe each slat, individually, with a hot soapy rag. Then, close the slats and use a hot soapy rag to wipe down the fronts then turn to wipe the backs of the blinds, making sure to wipe behind the strings. After you wash them, wipe them down with a dry clean rag.

If sticky, greasy residue remains, you can use a white Magic Eraser and a general cleaner to remove.

Fridge and Freezer (INSIDE)

Should be white, streak free, fresh smelling, and free of crumbs and sticky spots.

Remove all food items from the refrigerator. Clean with hot soapy rag from top to bottom, drying as you go. Use rubbing alcohol to shine glass shelves. Pay attention to corners, edges, and the rubber door seal. Pull drawers out to wash and dry. Wipe off all condiment bottles, cartons, etc. before placing back into the clean refrigerator.

Refridgerator and Freezer (OUTSIDE)	Should be white, streak free, and free of dirt.
<p>Clear off top; remove all stickers, tape, papers, and magnets. Wipe sides, front, handles, and top with a hot soapy rag. Polish with rubbing alcohol or glass cleaner. If there is a vent at the bottom of the refrigerator, remove by grasping each end and pulling gently. Soak in a sink full of hot soapy water, scrub grooves with a toothbrush, rinse, and dry. Replace vent cover.</p>	
Wall	Should be clean and free of grime and sticky-tack residue.
<p>Remove all belongings from the walls and wipe down with a hot soapy rag. A scrubber pad or Magic Eraser could be used to remove any sticky residue.</p>	
Windows, Tracks, and Sills	Should be clean, clear of streaks, mildew, and dust.
<p>Window pane should be cleaned with glass cleaner or rubbing alcohol and a clean dry rag. Clean both the inside and outside of the window pane. Window sills and tracks need to be vacuumed and cleaned with a multi-purpose cleaner and a toothbrush. Do not remove the screens.</p>	
Resident Trash Can	Should be empty, fresh smelling, free of stains, and grime.
<p>Spray garbage can, inside and out, with disinfecting cleaner. Soak and then scrub away any residue or sticky spots. Rinse the surfaces and let dry.</p>	
Heating Vents & Wall heaters	Should be white and free of dust and debris.
<p>Use a multi-purpose cleaner to wipe down the top, front, and sides. Use the vacuum hose to collect any dust in the vent.</p>	
Light Switches & Outlet Cover Plates	Should be shiny and free of grime.
<p>Wipe down with multi-purpose cleaner; use a toothbrush or toothpick to get extra grime off around the edges and letters on the switch.</p>	
Fan and Stove Hood	Should be free of dust, grime, and grease.
<p>Wipe outside with a damp rag. Use a degreaser if necessary. Dawn dish soap cuts grease. Remove metal filter and soak in cleaner, wipe down and replace. Clean top and underside of hood.</p>	
Dining Table, Island, Stools, and Chairs	Should be smooth to the touch and free of sticky residue and dust.
<p>Wipe down the table top, and exterior surfaces (including the back) with a rag and multi-purpose cleaner. Be sure to dry surfaces with a dry rag.</p>	

Living Room Cleaning Standards: Sunrise Village

Tools/Cleaners: Plain white vinegar (poured into a spray bottle), rubbing alcohol (poured into a spray bottle), glass cleaner, disinfecting cleaner, multi-purpose cleaner or hot soapy water, medium grade non-scratch scrubber pads or brush, toothpicks, toothbrush, toilet brush, pumice stone, broom, mop, vacuum, and rags.

Living Room Item	Condition
Blinds	Should be smooth to the touch, white, and free of dust.
<p>Lower the blinds (with slats open). Wipe each slat, individually, with a hot soapy rag. Then, close the slats and use a hot soapy rag to wipe down the fronts then turn to wipe the backs of the blinds, making sure to wipe behind the strings. After you wash them, wipe them down with a dry clean rag.</p>	
Carpet	Should be completely vacuumed and spotless.
<p>Pick up clutter from floor. Vacuum thoroughly, using the hose attachment along walls, under the furniture, and inside all closets.</p>	
Hall, Linen, and Utility Closets	Should be smooth, orderly, and free of grime and fingerprints.
<p>Remove everything from the shelves and wipe them down with a hot soapy rag. The rod needs to be cleared and cleaned with a multi-purpose cleaner.</p>	
Doors: Front, Coat and Linen Closet	Should be smooth and free of fingerprints, scuff marks, and residue. Doorknobs should be shiny and free of grime.
<p>Doors and frames should be cleaned with a rag and multi-purpose cleaner including all edges and surfaces. Use a toothbrush or toothpick to remove grime from doorknob ridges.</p>	
Coffee Table and Furniture	Should be polished and free from grime.
<p>Remove everything from the furniture and shelves. This includes the entertainment cabinet, coffee table, and wall shelves. Using a multi-purpose cleaner, wipe down the furniture. The coffee table may need a magic eraser to remove the grime. A wood polish can also be used to make the wood shiny.</p>	
Front Entrance	Should be clean and clear of chalk, outdoor debris, garbage, etc.
<p>Use a broom to sweep the sidewalk in front of the apartment and clear away any trash or other items. Use hot water to remove any chalk.</p>	
Couches	Should be clean and free of stains, garbage, or crumbs.

Reach your hand into the couch (all the way back) and sweep all crumbs forward. Pick up any loose items under the cushions that are too big to be vacuumed. Using the vacuum hose, vacuum the cushions, under the cushions, and the exterior parts of the couch.

Hall Mirror (If Applicable)

Should be shiny, and free of dust and streaks.

Use rubbing alcohol or windex and a clean, dry rag to clean mirrors with special attention to spots. Buff streaks until clear.

Walls and Baseboards

Should be clean and free of grime and sticky-tack residue.

Remove all belongings from the walls and wipe down with a hot soapy rag. A scrubber pad could be used to remove any sticky residue.

Windows, Tracks, and Sills

Should be clean, clear of streaks, and dust.

Window pane should be cleaned with glass cleaner or rubbing alcohol and a clean dry rag. Clean both the inside and outside of the window pane. Window sills and tracks need to be vacuumed and cleaned with a multi-purpose cleaner and a toothbrush. Do not remove the screens.

Vacuum

Surface should be clean of dust and debris. Roller should be free of hair or strings.

Use scissors and carefully cut away all hair that is on the roller. Do not cut the brush portion of the rollers. Bag should be replaced or compartment emptied. Using a hot soapy rag, wipe down the entire surface, cord, and handle until clean.

Vents and Wall Heaters

Should be white and free of dust and debris.

Use a multi-purpose cleaner to wipe down the top, front, and sides. Use the vacuum hose to collect any dust in the vent.

Light Switches & Outlet Cover Plates

Should be shiny and free of grime.

Wipe down with multi-purpose cleaner. Use a toothbrush or toothpick to get extra grime off around the edges and letters on the switch

Bathroom Cleaning Standards: Sunrise Village

Tools/Cleaners: Plain white vinegar (poured into a spray bottle), rubbing alcohol (poured into a spray bottle), glass cleaner, disinfecting cleaner, multi-purpose cleaner or hot soapy water, medium grade non-scratch scrubber pads or brush, toothpicks, toothbrush, toilet brush, pumice stone, broom, mop, vacuum, and rags.

Bathroom Item	Condition
Bathtub	Bathtub should be smooth to the touch, white, gleaming, and free of hair and soap-scum residue.
Using a spray bottle, spray the entire surface with white vinegar. Using the scrubbing pad or brush, scrub all surfaces of tub, paying special attention to the ring around the base and beneath the soap dish. Rinse completely with warm water.	
Shower Walls	Tile should be smooth to the touch, gleaming, and free of hair and soap-scum residue. The grout should be white, smooth, and free of mildew and mold.
Spray entire surface with white vinegar and scrub with a white nylon pad or soft brush. Pay special attention to the grout, using circular motions while scrubbing. If the grout is still moldy, use a Magic Eraser or use a bleach cleaner (Soft Scrub with bleach, Scrubbing Bubbles, etc.). Spray on and let soak for about 5-10 minutes; then scrub down with a toothbrush and rinse clean. Do not use any acid based cleaners.	
Shower Rod	Should be smooth, clean, and free of dust and mildew.
Wipe the top of the shower rod with a damp rag.	
Faucets & Chrome Fixtures (Bath & Sink)	Should be shiny, free of hard water buildup, and water spots.
Spray surface with vinegar and wipe clean with a rag. Do not use corrosive cleaners that will damage finishes. Where there is significant hard water buildup, lay a rag soaked in white vinegar over the area for a few minutes and then scrub. When clean, polish with a dry rag and rubbing alcohol.	
Sink and Vanity	Should be clean, smooth to the touch, and free of hard water residue.
Spray entire surface with white vinegar; wipe down with a hot and soapy rag. With stubborn spots, soak a rag with vinegar and lay over the area for a few minutes, then scrub with a scrubber pad.	
Cabinets, Drawers, Medicine Cabinets, and Under Sink	Should be smooth to the touch, orderly, and free of dust and grime.

Remove all belongings, and wipe shelves, drawers, and cabinet under the sink with hot, soapy water or multi-purpose cleaner. For the tops and outsides of hinges, scrub with vinegar until smooth and shiny.

Mirrors

Should be shiny and free of dust and streaks.

Use rubbing alcohol and a clean dry rag to clean mirrors, with special attention to spots. Buff streaks until clear.

Toilet

Should be white, gleaming, fresh smelling, and free of grime.

Spray disinfecting cleaner on outside surfaces of toilet, paying special attention to the base of the toilet. Spray cleaner (either disinfecting cleaner, white vinegar, or toilet bowl cleaner) inside toilet. Scrub until clean with a toilet brush and flush. For the ring on the inside, scrub with a pumice stone until gone.

Floor

Should be shiny, smooth to the touch, free of hair, dust, and grime.

Sweep floor entirely; use a vacuum hose attachment along the edges. Mop the floor using a vinegar water solution and a mop. Be sure to get the edges of the floor. Where there is hard water residue, soak in vinegar and scrub with a scrubber brush or pad.

Door and Threshold

Should be smooth, free of fingerprints, scuff marks, and residue. Doorknobs should be shiny and free of grime.

Doors and frames should be cleaned with a rag and multi-purpose cleaner including all edges and surfaces. Use toothpick to remove grime from doorknob ridges.

Fan

Should be free of dust and grime. Must pass the paper test.

Wipe outside with a damp rag. There is no need to remove it from the ceiling

Light Switches and Outlet Cover Plates

Should be shiny and free of grime.

Wipe down with multi-purpose cleaner. Use a toothbrush or toothpick to remove extra grime from around the edges and letters on the switch.

Walls

Should be clean, white, and free of grime and sticky tack residue.

Remove all belongings from the walls and wipe down with a hot soapy rag. A scrubber pad could be used to remove any sticky residue.

Name:		Apartment Number:	
Job 1		Returning Residents: PLEASE STORE ALL ITEMS ACCORDING TO THE STORAGE AGREEMENT FOUND ONLINE.	
Last Person Checkout			
\$2	Front entrance should be clean and clear of chalk, outdoor debris, garbage, etc...		
\$2	All carpeted areas should be completely vacuumed and spotless.		
\$2	ALL furniture including shelving, coffee table, and kitchen surfaces should be free of dust.		
\$10	Oven should be smooth to the touch and free of stains and burned on food spills.		
\$4	Fan and stove hood should be free of dust, grime, and grease.		
\$8	Microwave should be shiny, smooth to the touch, free of stains and splatters.		
\$8	Refrigerator & Freezer. Should be white, streak free, fresh smelling, and free of crumbs and stick spots.		
\$6	Vinyl flooring in entry, kitchen, and bathroom should be shiny and free of dust and streaks.		
\$6	Toilet should be white, gleaming, fresh smelling, and free of grime.		
\$10	Bathtub floors and walls should be smooth to the touch, gleaming, free of hair, hard water, and soap scum residue.		
\$2/Each	Sinks, fixtures, and vanities should be clean, smooth to the touch, and free of hard water residue.		
\$2/Each	Mirrors should be shiny and free of dust and streaks.		
\$20/bag	Take out all trash.		
As the last person staying in the apartment we ask that you are available to sign off on any cleaning that was done to the white glove standard by roommates checking out early. You will sign off on your roommate's checkout envelope.			
Please Circle: Front Middle Back Bedroom Closet to Door Furthest from Door			
Bedroom: Return beds to their original position with the foot of the bed facing the the closet.			
Please make sure all items are completed, you can share the responsibility as directed if you'd like.			
\$2	Remove all poster, pictures and wall hangings (non returning residents).		
\$4	Walls should be clean, free of grime, and sticky residue.		
\$4	Doors and handles should be clean, smooth, and free of fingerprints, scuffs, and residue.		
\$4	Wash chair rail and base boards until free of scuffs, grime, and dust.		
\$2	Wall shelving should be white and smooth to the touch.		
\$2	Closet shelves should be clean and smooth, it should be orderly with rods free of residue.		
\$2	Clean and move all chairs back to dining room table (if applicable).		
\$4	Desk, drawers, and legs should be smooth to the touch and free of dust, debris, and grime.		
\$2	Light switch and outlet covers should be shiny and free of grime.		
\$4	Windows, tracks, and sills should be clean, clear of streaks, and dust.		
\$6	Blinds should be smooth to the touch, white, and free of dust.		
\$2	Heating vents and wall heaters should be white, free of dust, and debris.		
\$2	Bedframe should be free of dust and debris along all side rails, posts, and under mattress.		
\$40	Mattress should be fresh and free of stains or tears.		
\$2	Move furniture back to it's original position.		
\$4	Carpet should be completely vacuumed and spotless.		
\$2	Remove ceiling and wall light covers and clean (no bugs!).		

Complete your online checkout and print your white glove sheets at SunriseVillageApts.com/CurrentResidents.php If you do not register online or turn in your checkout envelope by Thursday, July 24th you will be charged a \$50 non-checkout fee.